

Delaware Department of Education Career & Technical Education

CTE Portal Application Completion Instructions

Academic Supports Team

Career & Technical Education and STEM Office



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SECTION I – INTRODUCTION

Delaware Career & Technical Education Vision, Mission, and Core Values

The Delaware Department of Education (DDOE) is committed to serving every student and ensuring that all children are career and college ready. This expectation has shaped extensive school reform, including the alignment of academic and technical instruction within a comprehensive model of Career and Technical Education (CTE) that reflects the needs of our economy and creates a systemic process for career preparation. This document will serve as a guide to support the implementation of high quality CTE programs of study across Delaware’s secondary and post-secondary education system.

Vision

Every learner ready for success in college, career, and life.

Mission

To empower every learner with the highest quality education through shared leadership, innovative practices, and exemplary services.

Delaware Department of Education Career & Technical Education Core Values

Value & Responsibility – we strive to continuously improve all aspects of our work and create value for our customers, stakeholders, and students.

Shared Leadership & Accountability – we model leadership by taking actions that are ethical and reasonable to create shared accountability amongst stakeholders.

Collaboration & Expectation – we value the input and contribution of all stakeholders and work collaboratively to exceed expectations.

Communication & Public Responsibility – we communicate through clear and concise methods to engage the public and accelerate our work.

Career & Technical Education Theory of Action

If students participate in Career & Technical Education programs that are driven by the economy, developed in partnership with relevant stakeholders, provide early career and college experiences, as well as connect academic and career success measures...

then students will engage in learning to master academic, technical, and career skills that prepare them for high school graduation, post-secondary education, and competitive employment in high skill, high wage, high demand careers.

SECTION I – INTRODUCTION

The Delaware Department of Education’s Teaching and Learning Branch has defined a model of career preparation that includes a state-led effort in Career and Technical Education (CTE) and the development of statewide CTE programs of study in demand-driven occupations. Each CTE program of study seamlessly aligns academic and technical instruction to meet the prerequisite expectations of employers and ensures that every child has the opportunity to continue their education and seek career success. This work is guided by three key principles and the belief that CTE programs of study:

1. Prepare students for career success and post-secondary education.

The terms “career ready” and “college ready” are synonymous. In order to earn a livable wage in today’s economy, all students must possess a credential beyond a high school diploma and be prepared to continue their education in the form of two- and four-year college or university, certification programs, apprenticeship, formal job training, or military service. CTE programs of study align academic and technical knowledge at the secondary and post-secondary levels by creating multiple entry and exit points for students to pursue a career and continue their education. Students who complete a CTE program of study have the opportunity to earn an industry recognized credential and continue their education while simultaneously engaging with employers to familiarize themselves with the culture of work.

2. Align with workforce needs and are developed in partnership with relevant stakeholders.

A dynamic workforce development system begins in the K-12 setting and involves established relationships with state agencies, service providers, business representatives, and institutions of higher education. These partners play a vital role in aligning education and training programs to ensure that students and adults can move efficiently into employment. The DDOE partners with a variety of stakeholders, including business associations and institutions of higher education, to continuously improve Delaware’s career preparation system and to guide the development and implementation of CTE programs of study that are responsive to the changing workforce needs. CTE programs of study establish a direct link between the public education system, post-secondary education, and changes in regional employment demand and supply.

3. Improve student achievement by connecting academic and career success measures.

Programs of study measure student achievement in academic and technical areas and promote employability skills. They produce higher levels of student achievement by defining a rigorous technical and academic course sequence at the secondary and post-secondary levels that relates to a student’s career aspirations. Further, CTE programs of study provide a context for students to apply knowledge and career ready practices through project and problem-based learning that is authentic and reflects real-world application. The DDOE, local education agencies, and post-secondary institutions collect and use these data to drive a process of continuous program improvement, including making decisions regarding the viability of existing programs. State and local outcome data serve as a means of benchmarking program of study performance, closing achievement gaps, and ensuring every student becomes career and college ready.

SECTION I – INTRODUCTION

The Career Pathway System

The *Career Pathway System* represents the alignment of rigorous and high-quality education, training, and support services for students and adults to accelerate their education and career goals, demonstrate success in a full range of secondary and post-secondary education options, and pursue a meaningful career within a state or regional economy. Workforce development efforts within the *Career Pathway System* are anchored in the analysis of labor market information for demand-driven occupations, the use of evidence-based education and workforce development practices, and sector partnerships that connect employers, educational institutions, and services providers.

In Delaware, the *Career Pathway System* begins in the public education system through the development and implementation of CTE programs of study and continues through adult education and occupational training programs which are administered by partnering state agencies, institutions of higher education, and other service providers. CTE programs of study interconnect with the *Career Pathway System* by aligning secondary and post-secondary education programs that concurrently pair rigorous academics with workforce education within the context of a specific occupation or occupational cluster. This includes opportunities for students to participate in career counseling and defined work-based learning experiences that engage employers. These activities help students and adults to achieve their education and career goals as well as enter or advance in a career.

Delaware CTE programs of study are an essential component of Delaware’s workforce development system. As such, the DDOE employs the following graphic to illustrate a comprehensive model of workforce development that provides students with multiple entry and exit points to successfully pursue a career and continue their education. Students who complete a CTE program of study will attain a secondary school diploma or its equivalent and an industry recognized credential, certificate, or license which holds value at the professional level, post-secondary level, or in an associate or baccalaureate degree program.



Source: Adapted from Pathways to Prosperity, 2014 & Tennessee Department of Education, 2015

SECTION I – INTRODUCTION

The Career Clusters Framework®

The [Career Clusters Framework®](#) (see [Appendix A](#)) is an occupational coding structure that classifies CTE programs of study under a hierarchy of related career areas called *Career Clusters* and more specific occupational groupings called *Career Pathways*. The framework groups occupations into related areas that represent a segment of the economy and define the technical and academic skills required for career success. These expectations help to group occupation specific education and training programs into *Career Pathways* and assist states and local education agencies (LEAs) to work with partnering institutions of higher education to develop *programs of study* or aligned educational programs that bridge secondary and post-secondary instruction. *Programs of study* help students to discover their career interests and choose an educational path that leads to success in high school, opportunities for post-secondary education, and employment. For the list of all *Career Clusters* and their related *Career Pathways* please visit the [National Association of State Directors of Career Technical Education Consortium's](#) website (see [Appendix A](#)).

The DDOE is committed to assisting LEAs and post-secondary institutions with the development, implementation, and continuous improvement of CTE *programs of study* that contribute to Delaware's economic development efforts and are in alignment with the state and regional workforce needs. As such, the *Career Clusters Framework®* provides a hierarchy to classify CTE *programs of study* and benchmark student outcome data to close achievement gaps. Additionally, the framework helps to align CTE programs of study to related occupations and relevant labor market information, ultimately connecting students to continuing education and a career.

Career Clusters are broad occupational groupings that define a set of common knowledge and skills required to be successful in a career area. Delaware has adopted the *Career Clusters Framework®* which helps to connect academic, technical, and employability skills within an occupational framework that is industry-focused, student-centered, and performance-driven. Each Delaware CTE *program of study* is structured within one of the sixteen (16) career clusters and leads to employment and post-secondary education. For more information on knowledge and skill statements specific to each *Career Cluster*, please visit the [National Association of State Directors of Career Technical Education Consortium's](#) website (see [Appendix A](#)).



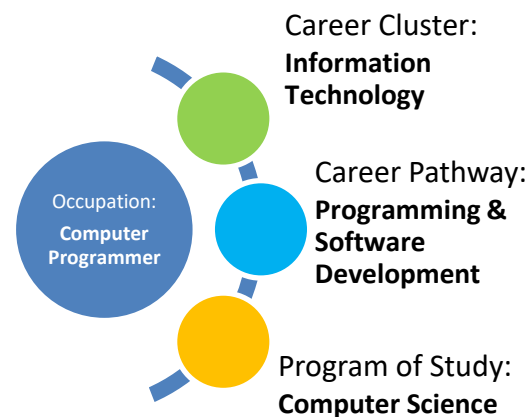
SECTION I – INTRODUCTION

Career Pathways represent the alignment of education and training programs for a specific occupation or occupational cluster and help students advance through higher levels of education and employment. *Career Pathways* begin in the public education system through the development and implementation of CTE programs of study and continue through adult education and occupational training programs. This includes opportunities for students to participate in career counseling and defined work-based learning experiences that engage employers. These activities help students to achieve their education and career goals as well as enter or advance in a career. *Career Pathways* are grouped around core knowledge and skills needed for career success and are used to develop and/or align curriculum, assessments, and instructional supports. Each Delaware CTE *program of study* is structured within a *Career Pathway* to connect education programs to a specific set of occupations.

Programs of Study provide a structured approach for delivering academic and career & technical education (CTE) through an aligned sequence of courses that build on each other through secondary and post-secondary instruction. Students who complete a CTE *program of study* will attain a secondary school diploma or its equivalent and an industry recognized credential, certificate, or license which holds value at the professional level, post-secondary level, or in an associate or baccalaureate degree program. The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins) calls for states to offer CTE *programs of study* which may be developed or adopted by LEAs and post-secondary institutions as an option for students to plan and complete future coursework. All eligible recipients of Perkins (LEAs and post-secondary institutions) are required to offer at least one CTE *program of study*.


Delaware Administrative Code [\[14 DE Admin. Code 505\]](#) (see [Appendix A](#)) requires that a public school student be granted a State of Delaware Diploma when such student has successfully completed a minimum of twenty two (22) credits including three (3) credits in a Career Pathway. A Delaware Career Pathway is defined as three credits of planned and sequential courses designed to develop knowledge and skills in a particular career or academic area. In this instance, the term Career Pathway is applied generally and refers to any sequence of courses where a LEA or Charter School Board has established policies concerning the purpose, content, development, and approval of such Career Pathway [\[14 DE Admin. Code 505 6.0\]](#) (see [Appendix A](#)). Students who complete the secondary portion of a state approved CTE *program of study* have met the Delaware Career Pathway requirement for high school graduation.

Student Success Plans encompass a minimum of six years (8th through 12th grade and one-year beyond high school) and provide students with an opportunity to set education and career goals based on their academic and career interests [\[14 DE Admin. Code 505\]](#) (see [Appendix A](#)). The student success plan (SSP) represents a fluid, yet sequential plan that is benchmarked to the interests and needs of a student. The plan connects students with the larger community and is guided by an advisement process that includes school staff, parents and/or guardians/caregivers, and career coaches or mentors.

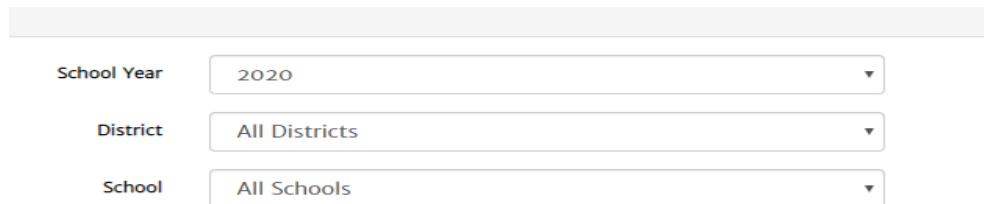


SECTION II –NEW APPLICATIONS


Adding a New Application

Click the  **My Application** tab on the CTE Portal home screen.

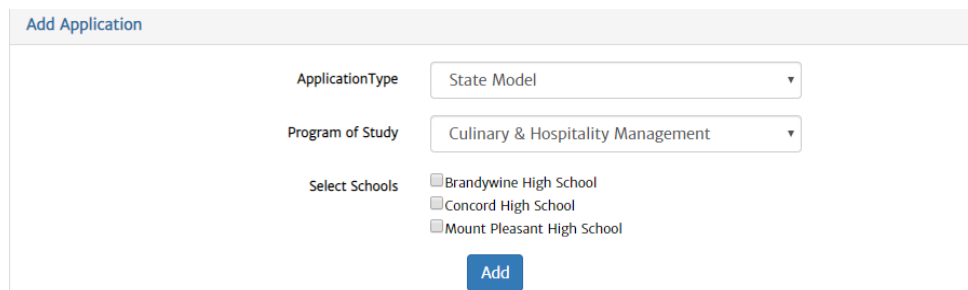
Use the drop down arrows to complete the following fields: *school year, district, and school*.



A form with three dropdown menus. The first is labeled 'School Year' and has '2020' selected. The second is labeled 'District' and has 'All Districts' selected. The third is labeled 'School' and has 'All Schools' selected.

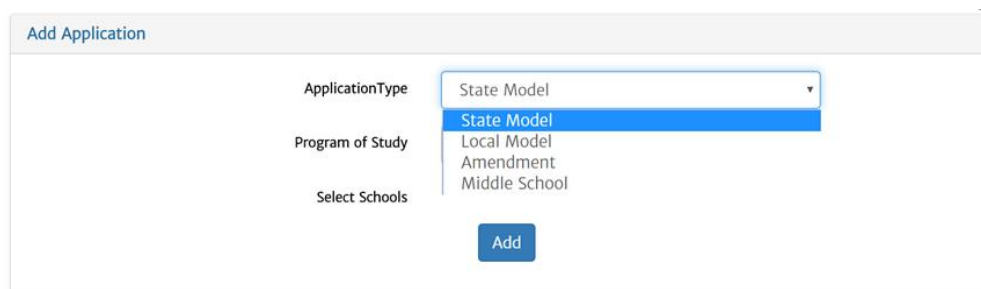
Once the appropriate selections have been made, click the  **+Add Application** icon.

The *Add Application* window will appear.



A window titled 'Add Application' with three dropdown menus and a list of schools. The first dropdown is 'ApplicationType' with 'State Model' selected. The second is 'Program of Study' with 'Culinary & Hospitality Management' selected. The third is 'Select Schools' with three unchecked checkboxes: 'Brandywine High School', 'Concord High School', and 'Mount Pleasant High School'. Below the list is a blue 'Add' button.

Use the drop down arrow to select the type of application to be completed: *State Model, Local Model, Amendment, Middle School*.



The same 'Add Application' window as above, but the 'ApplicationType' dropdown menu is open, showing four options: 'State Model' (highlighted in blue), 'Local Model', 'Amendment', and 'Middle School'. The 'Add' button is still visible at the bottom.

SECTION II –NEW APPLICATIONS

For a *State Model Application*, select the program of study and check the box of each school you are including on the application.

Add Application

ApplicationType: State Model

Program of Study: Academy of Business Information Management

Select Schools:

Showing records 1 to 1 of 1 records

School	Program of Study	Test	Show
Appoquinimink High School	Test		Show

For a *Local Model Application*, enter the program of study and check the box of each school you are including on the application.

Add Application

ApplicationType: Local Model

Program of Study:

Select Schools:

☐ Appoquinimink High School

☐ Middletown High School

Add

For a *Middle School Application*, check the box for each school you are including on the application.

Add Application

ApplicationType: Middle School

Select Schools:

☐ Alfred G. Waters Middle School

☐ Meredith (Everett) Middle School

☐ Redding (Louis L.) Middle School

Add

For an *Amendment Application*, either enter the program of study you are amending or select the arrow/clipboard icon on the previously approved application.

My Application

School Year: 2020

District: Unassigned to a School District

School: All Schools

CTE Details

+ Add Application

Showing records 1 to 1 of 1 records

School	Program of Study	Application Type	Status
Appoquinimink High School	Plant Science	State Model	Approved

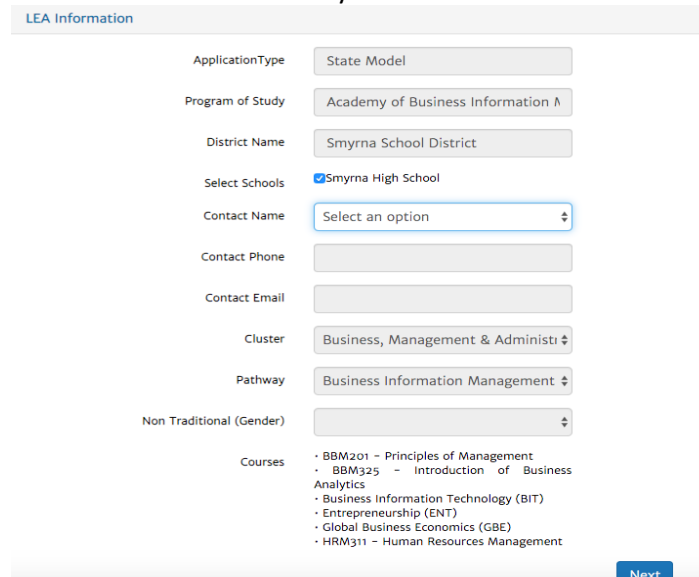
SECTION III – STATE MODEL APPLICATION


Completing a State Model Application

Step 1:



Use the drop down arrow to select a *contact name* for your school.

A form titled "LEA Information" with various fields. The fields are: ApplicationType (State Model), Program of Study (Academy of Business Information A), District Name (Smyrna School District), Select Schools (Smyrna High School), Contact Name (Select an option), Contact Phone, Contact Email, Cluster (Business, Management & Administr), Pathway (Business Information Management), Non Traditional (Gender), and Courses (BBM201 - Principles of Management, BBM325 - Introduction of Business Analytics, Business Information Technology (BIT), Entrepreneurship (ENT), Global Business Economics (GBE), HRM311 - Human Resources Management). A "Next" button is at the bottom right.

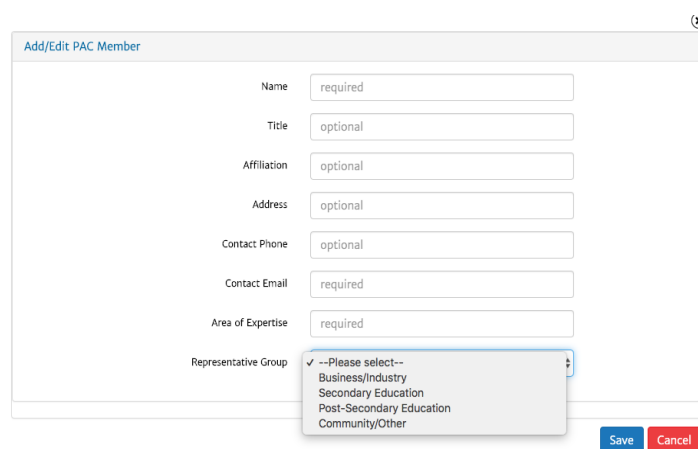
Once all fields have been completed, click .

Step 2:



To add *PAC members*, click .

Fill in the following required fields: *name*, *contact email*, *area of expertise*, and *representative group*. If any of the required fields are left blank, you will receive an error message and the entry will not save.

A form titled "Add/Edit PAC Member" with fields for Name, Title, Affiliation, Address, Contact Phone, Contact Email, Area of Expertise, and Representative Group. The Representative Group field has a dropdown menu with options: --Please select--, Business/Industry, Secondary Education, Post-Secondary Education, and Community/Other. There are "Save" and "Cancel" buttons at the bottom right.

There is a minimum requirement of five *PAC Members* per application.

SECTION III – STATE MODEL APPLICATION

Step 3:



Academic, Technical, and Workplace standards are automatically uploaded in the application based on the Program of Study selected.

Abbreviation	Standard Name
ISTE	International Society for Technology in Education Standards - Students
NSFBS	National Standards for Business Education

To add a *standard*, select the type of standard (*academic, technical, or workplace*) from the sidebar on the left of the screen.

- PAC Members
- Standards
- Academic Standards
- Technical Standards
- Workplace Standards
- Early Career
- Program Quality Measures
- POS Information

Click icon and a new window will appear. Complete the required fields for each standard being added.

Add/Edit Academic Standards

Standard Type: Add New

Abbreviation: required

Standard Name: required

Standard Description: required

Once all fields have been completed, click .

SECTION III – STATE MODEL APPLICATION

Step 4:



Early Career Opportunities are automatically uploaded in the application based on the Program of Study selected.

Early Career Opportunities +Add

<< 1 >> 25 Search Filter your results by typing search text Showing records 1 to 1 of 1 records

Description

The NAF Academy of Business Information Management (AOBIM) program is a three (3) credit program of study that introduces students to the skills needed to ...

Showing records 1 to 1 of 1 records

Back Next

If you plan to include additional Early Career Opportunities, you can add a description by clicking the +Add icon. Complete the description field and click save when finished.

Add/Edit Early Career Opportunities

Description required

Save Cancel

Once all fields have been completed, click Next.

Step 5:



Program Quality Measures (Early College Opportunities and Industry Certification Licenses) will be automatically generated.

If you plan to include additional Early College Opportunities or Industry Certification Licenses, you can select the +Add icon.

Early College Opportunities +Add

<< 1 >> 25 Search Filter your results by typing search text Showing records 1 to 1 of 1 records

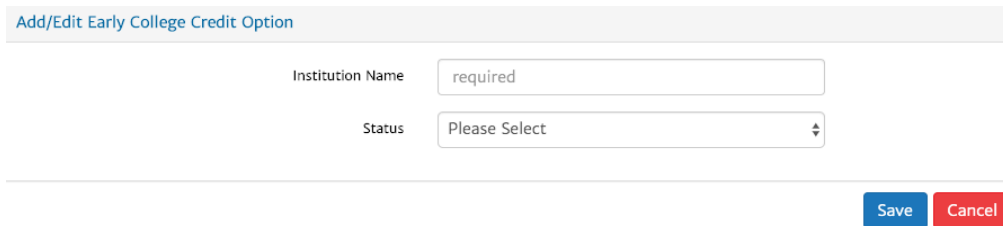
Code	Institution Name	Status
4.02602017	Wilmington University	Active

Showing records 1 to 1 of 1 records

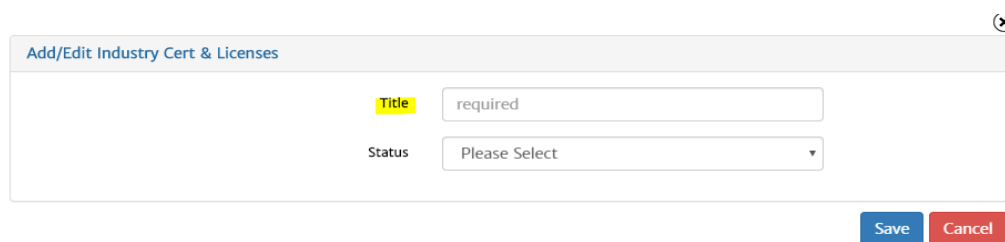
Back Next

SECTION III – STATE MODEL APPLICATION

Complete the Institution Name field, and select the appropriate status. **Only select** active if you have an **updated MOU** on file.



To add *Industry Certification Licenses*, click the [Industry Certification Licenses](#) on the sidebar. Click [+Add](#) icon and complete the required fields.



Click [Save](#) when complete.

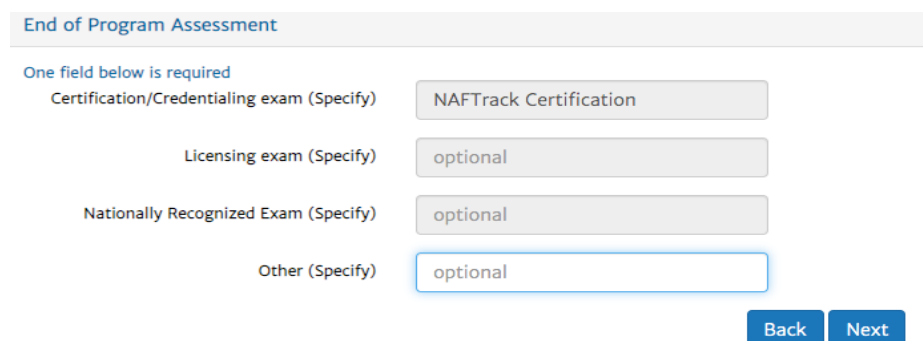
Once all fields have been completed, click [Next](#).

Step 6:



Under the POS tab you will see the [POS Overview](#), which provides a brief description of the program of study.

The *End of Program Assessments* that are automatically generated. To add an additional *End of Program Assessment*, please specify in the *other* field.



To add a *CTSO*, click [+Add](#) icon and then select the appropriate CTSO from the drop down menu.

Once all fields have been completed, click [Next](#).

SECTION III – STATE MODEL APPLICATION


Step 7:


+ Course Information

The *Course Information* page includes all courses that are linked to the state model program of study, this includes dual enrollment and AP courses.

The screenshot shows a web interface for course management. At the top, there are navigation controls: '<< 1 >>' and a dropdown menu set to '25'. A search bar is labeled 'Search' with the placeholder text 'Filter your results by typing search text'. Below the search bar, it says 'Showing records 1 to 6 of 6 records'. The main content is a table with two columns: 'Course Name' and 'Course Description'. The table lists six courses, each with a blue pencil icon for editing and a red trash can icon for deleting. The courses are: Advanced Food Production & Hospitality Management, Baking & Pastry, Fundamentals of Culinary Arts & Hospitality, Introduction to Hospitality, Nutrition & Allergens, and The Culinary & Hospitality Professional. Below the table, it says 'Showing records 1 to 6 of 6 records'.

Course Name	Course Description
Advanced Food Production & Hospitality Management	The Advanced Food Production & Hospitality Management course further expands ...
Baking & Pastry	Baking & Pastry offers students the opportunity to advance their ...
Fundamentals of Culinary Arts & Hospitality	Fundamentals of Culinary Arts & Hospitality provides an overview of ...
Introduction to Hospitality	Introduction to Hospitality (IH) provides an extensive overview of the ...
Nutrition & Allergens	Nutrition and Allergens provides students information regarding the classification, chemistry, ...
The Culinary & Hospitality Professional	The Culinary & Hospitality Professional course offers students the opportunity ...

Review courses listed and remove any courses, by clicking the , that will not be offered at your school for this program.


Once all fields have been completed, click  .

Step 8:

+ Teacher Certification

All teacher/educator requirements will automatically generate. You have the ability to add additional qualifications if they are not listed. In order to do so, click in the other (specify) text box, and add appropriate requirements. .

Other (Specify)

Once all fields have been completed, click  .

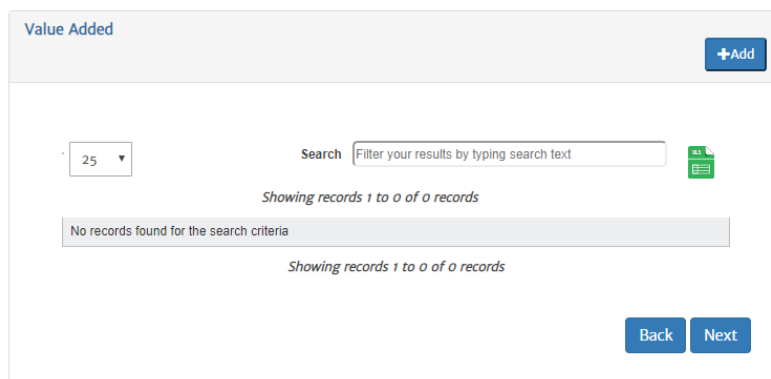
SECTION III – STATE MODEL APPLICATION


Step 9:



List extended **early career and college opportunities** available during the student’s senior year. Document transition services, cooperative learning experiences, additional dual enrollment, or other.

To add a *value added* entry, click  icon and complete the required fields.

A screenshot of the "Value Added" form. At the top, there's a header "Value Added" and a "+Add" button. Below the header, there's a search bar with a dropdown menu showing "25" and a search input field with placeholder text "Filter your results by typing search text". To the right of the search bar is a green icon of a document with a plus sign. Below the search bar, it says "Showing records 1 to 0 of 0 records". A message box states "No records found for the search criteria". At the bottom, there are "Back" and "Next" buttons.

Once all fields have been completed, click .


Step 10:



Download the *Program of Study (POS) Matrix*.

Complete the *POS matrix* to demonstrate the alignment of academic and technical courses, culminating early career and early college experiences. Identify appropriate certification and licensure options, opportunities for obtaining early college credit (courses with articulated or dual enrollment credit agreements should be appropriately designated within the matrix), the post-secondary program sequence, and potential career options.

Upload the *POS Matrix* as a PDF.

A screenshot of the "POS Matrix" upload form. The title "POS Matrix" is at the top. Below it, there's a link "DE_POS_Matrix_Plant Science_August 2018.doc" with a download icon. A message says "Please upload POS Matrix (must be Word file)". At the bottom, there's a "Choose File" button and the text "No file chosen".

SECTION III – STATE MODEL APPLICATION

Download the *Labor Market Information (LMI)* Review document.

Certify that a labor market needs analysis has been completed for the proposed CTE program of study.

Upload the *LMI* Review document as a PDF.

Labor Market

Plant Systems – LMI JUNE18.docx ⓘ

Please upload Labor Market (must be a Word file).

No file chosen

Attach *MOU* agreements as PDFs (A template is provided).

MOU

DE_CTE_POS_MOU_DDOE_Plant_DSU.pdf ⓘ

C20-91_DTCC_CTE_Plant Science_Ends June 2022.pdf ⓘ

Please upload MOUs (must be a Word or a PDF file).

No file chosen

Download the *Assurances* document.

Obtain the required signatures.

Upload the *Assurances* document as a PDF.

Assurances & Signatures

ASSURANCES TEMPLATE.pdf ⓘ

Please upload Assurances and Signatures (must be a pdf file).

No file chosen

Once all sections of the application are completed and all documents are uploaded, click to finalize the application.

SECTION IV – LOCAL MODEL APPLICATION

Completing a Local Model Application

Step 1:



Type in the *Program of Study* title.

Use the drop down arrow to select a contact name for your school.

Use the drop down arrow to select a cluster.

Use the drop down arrow to select a pathway.

A screenshot of a web form titled "LEA Information". The form contains several fields: "ApplicationType" with a dropdown menu showing "Local Model"; "Program of Study" with a text input field; "District Name" with a dropdown menu showing "Cape Henlopen School District"; "Select Schools" with a checkbox labeled "Cape Henlopen High School" which is checked; "Contact Name" with a dropdown menu showing "Select an option"; "Contact Phone" with a text input field; "Contact Email" with a text input field; "Cluster" with a dropdown menu showing "Please Select"; and "Pathway" with a dropdown menu showing "Please Select". A blue "Next" button is located at the bottom right of the form.

Once all fields have been completed, click .

SECTION IV – LOCAL MODEL APPLICATION

Step 2:



To add *PAC members*, click .

Fill in the following required fields: *name*, *contact email*, *area of expertise*, and *representative group*. If any of the required fields are left blank, you will receive an error message and the entry will not save.

A screenshot of a web form titled "Add/Edit PAC Member" with a close button (X) in the top right corner. The form contains several input fields with labels and requirements: "Name" (required), "Title" (optional), "Affiliation" (optional), "Address" (optional), "Contact Phone" (optional), "Contact Email" (required), "Area of Expertise" (required), and "Representative Group" (a dropdown menu). The dropdown menu is open, showing options: "--Please select--", "Business/Industry", "Secondary Education", "Post-Secondary Education", and "Community/Other". At the bottom right of the form are "Save" and "Cancel" buttons.

There is a minimum requirement of five *PAC Members* per application.

Step 3:



To add a standard, select the type of *Standard (academic, technical, or workplace)* from the sidebar on the left of the screen.

Click icon and a new window will appear. Complete the required fields for each standard being added.

SECTION IV – LOCAL MODEL APPLICATION

Select either Add New or Add Existing (*Add Existing includes all the standards currently being used in the state model programs of study*)

Add/Edit Academic Standards

Standard Type: Add New (selected), Add Existing

Abbreviation:

Standard Name: required

Standard Description: required

Save Cancel

If Add Existing is selected, information for the selected standard will be automatically generated.

If Add New is selected, all text boxes will be required to be completed.

Click **Save** when complete.

Once all fields have been completed, click **Next**.

Step 4:



To add *Early Career Opportunities*, click the **+Add** icon.

Complete the description field and click save when finished.

Add/Edit Early Career Opportunities

Description: required


Save Cancel

Once all fields have been completed, click **Next**.

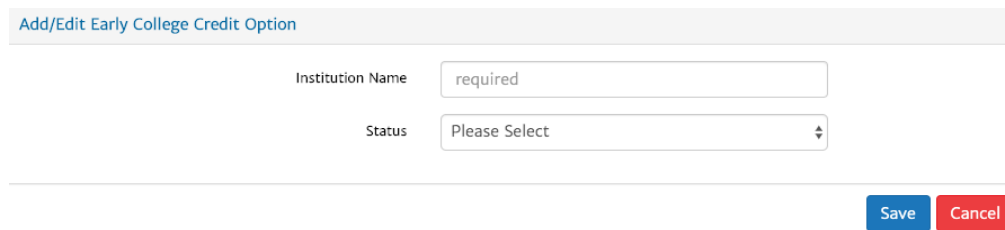
SECTION IV – LOCAL MODEL APPLICATION

Step 5:



To add an *Early College Opportunities* or *Industry Certification Licenses*, click the  icon.

Complete the Institution Name field, and select the appropriate status. **Only select active** if you have an **updated MOU** on file.

A form titled "Add/Edit Early College Credit Option". It contains two fields: "Institution Name" with a text input containing "required", and "Status" with a dropdown menu showing "Please Select". At the bottom right are "Save" and "Cancel" buttons.

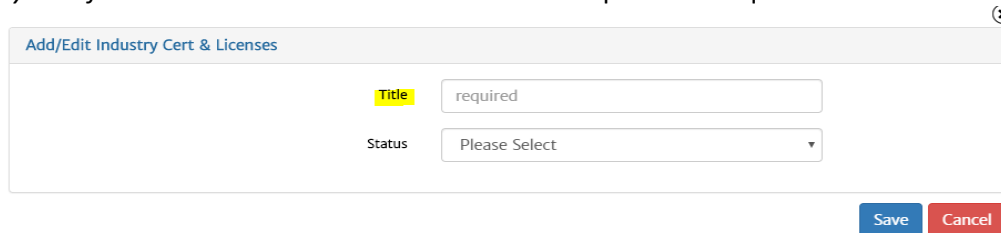
Add/Edit Early College Credit Option

Institution Name required

Status Please Select

Save Cancel

To add *Industry Certification Licenses* click  icon and complete the required fields.


A form titled "Add/Edit Industry Cert & Licenses". It contains two fields: "Title" with a text input containing "required", and "Status" with a dropdown menu showing "Please Select". At the bottom right are "Save" and "Cancel" buttons.


Add/Edit Industry Cert & Licenses

Title required

Status Please Select

Save Cancel

Click  when complete.

Once all fields have been completed, select .

Step 6:



Complete the *POS Overview* description.

A form titled "POS Overview". It features a large text area for description. Below the text area, it shows "Total word count : 4 words. Words left : 196." At the bottom right are "Back" and "Next" buttons.

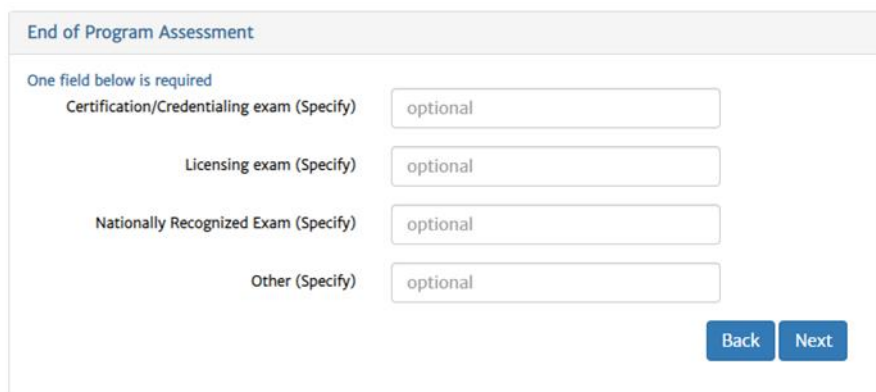
POS Overview

Total word count : 4 words. Words left : 196.

Back Next

SECTION IV – LOCAL MODEL APPLICATION


To add an additional *End of Program Assessment*, select the proper category and fill in the text box (*at least one category must be filled in*).




The form is titled "End of Program Assessment". It contains a note "One field below is required". There are four rows, each with a label and a text input field:

- Certification/Credentialing exam (Specify) [optional]
- Licensing exam (Specify) [optional]
- Nationally Recognized Exam (Specify) [optional]
- Other (Specify) [optional]

At the bottom right are "Back" and "Next" buttons.


To add a *CTSO*, click  icon and then select the appropriate CTSO from the drop down menu.

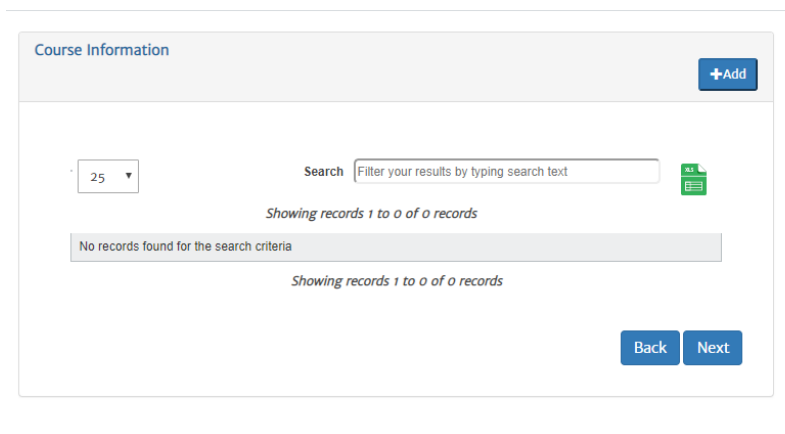
Once all fields have been completed, click .

Step 7:

 Course Information

The *Course Information* page will include all courses that are linked to the program of study, this includes dual enrollment and AP courses.

To add a course click  icon.



The page is titled "Course Information". It features a "+Add" button in the top right corner. Below the title is a search section with a dropdown menu showing "25", a search input field with the placeholder "Filter your results by typing search text", and a magnifying glass icon. Below the search section, it says "Showing records 1 to 0 of 0 records". A grey box contains the text "No records found for the search criteria". Below this, it says "Showing records 1 to 0 of 0 records". At the bottom right are "Back" and "Next" buttons.

SECTION IV – LOCAL MODEL APPLICATION

At least one *End of Course Assessment* must be listed.

Add CIP

Course Name

required

Cluster

Please Select

Course Description

required

Course Knowledge and Skills

required

End of Course Assessment

Teacher Designed Assessment

optional

LEA Designed Assessment

optional

Certification/Credentialing exam(Specify)

optional

Licensing exam(Specify)

optional

Complete all fields for each course, then click

Save

.

Once all fields have been completed, click

Next

.

Step 8:

+

Teacher Certification

All *Teacher Certification* information is required.

Teacher Certification

Teacher Certification

required

This field is required.

Prerequisite Professional Licensure

optional

Requisite Professional Licensure

optional

Certification Credit Equivalence

optional

Candidate Experience

optional

Other (Specify)

optional

Back

Next

Once all fields have been completed, click

Next

.

SECTION IV – LOCAL MODEL APPLICATION


Step 9:



List extended *early career and college opportunities* available during the student’s senior year. Document transition services, cooperative learning experiences, additional dual enrollment, or other.

To add a value added entry, click  icon and complete the required fields.

The screenshot shows a web form titled "Value Added". At the top right is a "+Add" button. Below the title is a search bar with the placeholder text "Filter your results by typing search text". To the left of the search bar is a dropdown menu showing "25". Below the search bar, it says "Showing records 1 to 0 of 0 records". A message box states "No records found for the search criteria". At the bottom right are "Back" and "Next" buttons.

Once all fields have been completed, click .

Step 10:



Download the *POS Matrix* template.

Complete the *POS matrix* to demonstrate the alignment of academic and technical courses, culminating early career and early college experiences. Identify appropriate certification and licensure options, opportunities for obtaining early college credit (*courses with articulated or dual enrollment credit agreements should be appropriately designated within the matrix*), the post-secondary program sequence, and potential career options.

Upload the *POS Matrix* as a PDF.

The screenshot shows a web form titled "POS Matrix". Below the title is a link to a document: "DE_POS_Matrix_Plant Science_August 2018.doc". Below this is a message: "Please upload POS Matrix (must be Word file)". At the bottom is a "Choose File" button and the text "No file chosen".

SECTION IV – LOCAL MODEL APPLICATION

Download the *Labor Market Information (LMI) Review* document template.

Certify that a labor market needs analysis has been completed for the proposed CTE program of study.

Upload the *LMI Review* document as a PDF.

Labor Market

Plant Systems - LMI JUNE18.docx ⓘ

Please upload Labor Market (must be a Word file).

Choose File

No file chosen

Attach *MOU agreements* as PDFs (*A template is provided*).

MOU

DE_CTE_POS_MOU_DDOE_Plant_DSU.pdf ⓘ

C20-91_DTCC_CTE_Plant Science_Ends June 2022.pdf ⓘ

Please upload MOUs (must be a Word or a PDF file).

Choose File

No file chosen

Download the *Assurances* document.

Obtain the required signatures.

Upload the *Assurances* document as a PDF.

Assurances & Signatures

ASSURANCES TEMPLATE.pdf ⓘ

Please upload Assurances and Signatures (must be a pdf file).

Choose File

No file chosen

[Back](#) [Submit](#)

Once all sections of the application are completed and all documents are uploaded, click [Submit](#) to finalize the application.

SECTION V – MIDDLE SCHOOL APPLICATION

Completing a Middle School Application

Step 1:



Select one of the Programs of Study that the middle school courses align with.

Use the drop down arrow to select a contact name for your school.

Use the drop down arrow to select a cluster.

Use the drop down arrow to select a pathway.

A screenshot of the "LEA Information" form. The form has a title bar "LEA Information" in blue. Below the title bar, there are several fields: "ApplicationType" with a dropdown menu showing "Middle School"; "POS Alignment" with a dropdown menu showing "--Please select--"; "District Name" with a text input field containing "Cape Henlopen School District"; "Select Schools" with two checkboxes, "Beacon Middle School" (checked) and "Mariner Middle School" (unchecked); "Contact Name" with a dropdown menu showing "Select an option"; "Contact Phone" with a text input field; "Contact Email" with a text input field; "Cluster" with a dropdown menu showing "Please Select"; and "Pathway" with a dropdown menu showing "Please Select". A blue "Next" button is located at the bottom right of the form.

Once all fields have been completed, click .

Step 2:



To add a standard, select the type of *standard* (*academic, technical, or workplace*) from the sidebar on the left of the screen.

Click icon and a new window will appear. Complete the required fields for each standard being added.

SECTION V – MIDDLE SCHOOL APPLICATION

Select either Add New or Add Existing (*Add Existing includes all the standards currently being used in the state model programs of study*)

Add/Edit Academic Standards

Standard Type: Add New

Abbreviation: Add Existing

Standard Name: required

Standard Description: required

Save Cancel

If Add Existing is selected, information for the selected standard will be automatically generated.

If Add New is selected, all text boxes will be required to be completed.

Click **Save** when complete.

Once all fields have been completed, click **Next**.

Step 4:

+ Course Information

The *Course Information* page will include all courses that are linked to the program of study.

To add a course click **+Add** icon.

Course Information

+Add

25 Search Filter your results by typing search text


Showing records 1 to 0 of 0 records

No records found for the search criteria

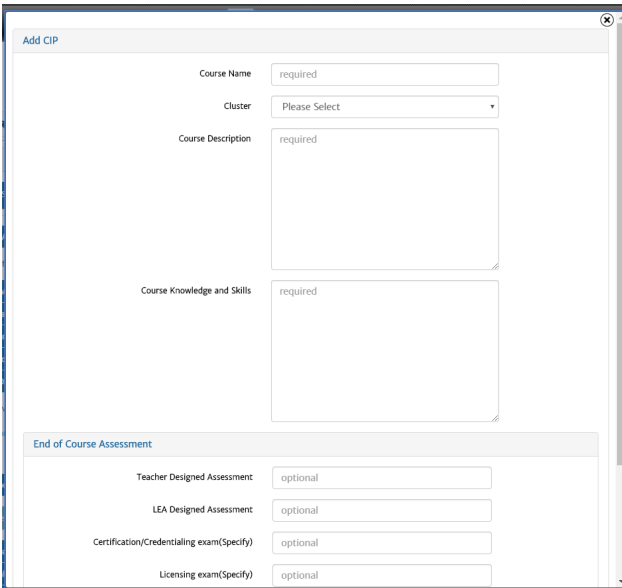
Showing records 1 to 0 of 0 records


Back Next

SECTION V – MIDDLE SCHOOL APPLICATION

Complete all fields for each course, then click .

At least one *End of Course Assessment* must be listed.

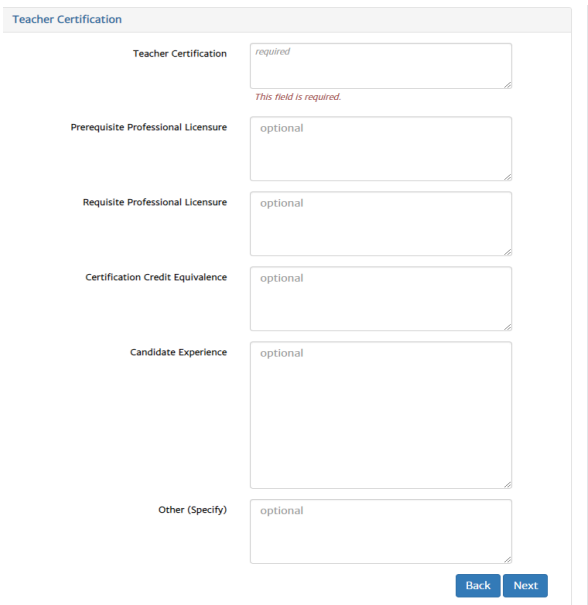



Once all fields have been completed, click .

Step 5:

 **Teacher Certification**

All *Teacher Certification* information is required.




Once all fields have been completed, click .

SECTION V – MIDDLE SCHOOL APPLICATION

Step 6:




To add a *CTSO*, click  icon and then select the appropriate CTSO from the drop down menu.

Complete the *Middle School-High School Articulation* description, describe how the Middle School CTE course is aligned with one or more CTE Programs of Study at the High School level.

A form titled "Middle School - High School Articulation". It contains a large text area with the word "required" in light gray. Below the text area, it says "This field is required." and "Total word count : 0 words. Words left : 400". At the bottom right, there are two blue buttons: "Back" and "Next".

Complete the *Culture of Career-Readiness* description, describe how the school culture promotes career exploration and the opportunity for students to learn and apply both academic and technical skills

A form titled "Culture of Career-Readiness". It contains a large text area with the word "required" in light gray. Below the text area, it says "This field is required." and "Total word count : 0 words. Words left : 200". At the bottom right, there are two blue buttons: "Back" and "Next".

Once all fields have been completed, click .

Step 7:



Download the *Middle School Matrix* template.

Complete the *Middle School Matrix* to demonstrate the alignment of academic and technical courses. Upload the Program of Study Matrix as a PDF.

A form titled "Middle School Matrix". It contains the text "Please upload Middle School Matrix (must be a Word or a PDF file)." and a file upload button labeled "Choose File" with the text "No file chosen" next to it.


SECTION V – MIDDLE SCHOOL APPLICATION

Download the Assurances document.

Obtain the required signatures.

Upload the Assurances document as a PDF.

Assurances & Signatures

ASSURANCES TEMPLATE.pdf 


Please upload Assurances and Signatures (must be a pdf file).

Choose File

No file chosen

Back

Submit

Once all sections of the application are completed and all documents are uploaded, click  to finalize the application.

SECTION VI – AMENDING APPLICATIONS

Completing an Amendment Method 1:

Go to *My Application*

To add an *Amendment* to an existing application, select the arrow/clipboard icon on the approved application.

The screenshot shows the 'My Application' interface. At the top, there are filters for 'School Year' (2020), 'District' (Lawrence School District), and 'School' (Lawrence School District). Below these is a 'CTE Details' section with a '+Add Application' button. A table lists applications with columns: School, Program of Study, Application Type, Status, and an action column. The first row shows 'Lawrence School District', 'Plant Science', 'State Model', and 'Approved'. A mouse cursor is clicking the arrow/clipboard icon in the action column for this row.

School	Program of Study	Application Type	Status	Action
Lawrence School District	Plant Science	State Model	Approved	[Arrow/Clipboard Icon]

Select 'Yes' at the prompt:

A confirmation dialog box with the text 'Are you sure you want to Amend this application ?'. Below the text are two buttons: 'Yes' (blue) and 'No' (red).

Make changes to the existing application and submit once all of the required information is filled out:

The screenshot shows the 'CTE Portal' interface. On the left is a sidebar with a menu containing 'LEA Information', 'PAC Members', 'Standards', 'Early Career', 'Program Quality Measures', 'POS Information', 'Course Information', 'Teacher Certification', 'Value Added', and 'Documentation'. The main area displays the 'LEA Information' form. The form contains the following fields: 'ApplicationType' (State Model), 'Program of Study' (Plant Science), 'District Name' (Lawrence School District), 'Select Schools' (checked: Lawrence School District), 'Contact Name' (Autism/Deaf), 'Contact Phone' (empty), 'Contact Email' (empty), 'Cluster' (Agriculture, Food & Natural Resou), 'Pathway' (Plant Systems), 'Non Traditional (Gender)' (Male), and 'Courses' (Foundations of Plant Science (FPS), Plant Systems Management & Sustainability (PSMS)). A 'Next' button is at the bottom right.

SECTION VI – AMENDING APPLICATIONS

Method 2:

Required Information

LEA Information

Type in the *Program of Study* title.

Use the drop down arrow to select a contact name for your school.

Use the drop down arrow to select a cluster.

Use the drop down arrow to select a pathway.

LEA Information

ApplicationType

Amendment

Program of Study

@Accounting

District Name

Caesar Rodney School District

Select Schools

☒ Caesar Rodney High School
☐ Dover AFB Off Base
☐ Dover Air Force Base Middle School
☐ Fifer (Fred) Middle School
☐ Postlethwait (F. Niel) Middle School

Contact Name

Lindsay Chiavaroli

Contact Phone

Contact Email

lindsay.chiavaroli@cr.k12.de.us

Cluster

Business, Management & Adminis

Pathway

Accounting

Next

Rationale

Describe the need for the amendment which can include changes to program/course details, program quality measures, or teacher certification criteria and/or updates to the approved program of study.

Describe the need for the amendment which can include changes to program/course details, program quality measures, or teacher certification criteria and/or updates to the approved program of study.

This is a test

Total word count : 4 words. Words left : 196.

BackNext

SECTION VI – AMENDING APPLICATIONS

Complete if Needed



To add *Early Career Opportunities*, click the  icon.

Complete the description field and click save when finished.

The form is titled "Add/Edit Early Career Opportunities". It contains a single text input field labeled "Description" with the placeholder text "required". At the bottom right of the form are two buttons: "Save" (blue) and "Cancel" (red).



To add an *Early College Opportunities* or *Industry Certification Licenses*, click the  icon.

Complete the Institution Name field, and select the appropriate status. **Only select active** if you have an **updated MOU** on file.

The form is titled "Add/Edit Early College Credit Option". It contains two fields: a text input field labeled "Institution Name" with the placeholder text "required", and a dropdown menu labeled "Status" with the placeholder text "Please Select". At the bottom right of the form are two buttons: "Save" (blue) and "Cancel" (red).

To add *Industry Certification Licenses* click  icon and complete the required fields.

The form is titled "Add/Edit Industry Cert & Licenses". It contains two fields: a text input field labeled "Title" with the placeholder text "required", and a dropdown menu labeled "Status" with the placeholder text "Please Select". At the bottom right of the form are two buttons: "Save" (blue) and "Cancel" (red). A close icon (X) is located in the top right corner of the form.

Click  when complete.

SECTION VI – AMENDING APPLICATIONS

+ POS Information

Complete the *POS Overview* description.

POS Overview

Total word count : 4 words. Words left : 196.

Back Next

To add an additional *End of Program Assessment*, select the proper category and fill in the text box (*at least one category must be filled in*).

End of Program Assessment

One field below is required

Certification/Credentialing exam (Specify) optional

Licensing exam (Specify) optional

Nationally Recognized Exam (Specify) optional

Other (Specify) optional

Back Next

Complete the *Financial Consideration for the Program and Courses*

Financial Considerations for the Program and Courses

Instructional Space (specify): optional

Materials, Supplies, and Instructional Resources (specify): optional

Assessments and Advanced Standing (specify): optional

Employer Relationships (specify): optional


Fees (specify): optional

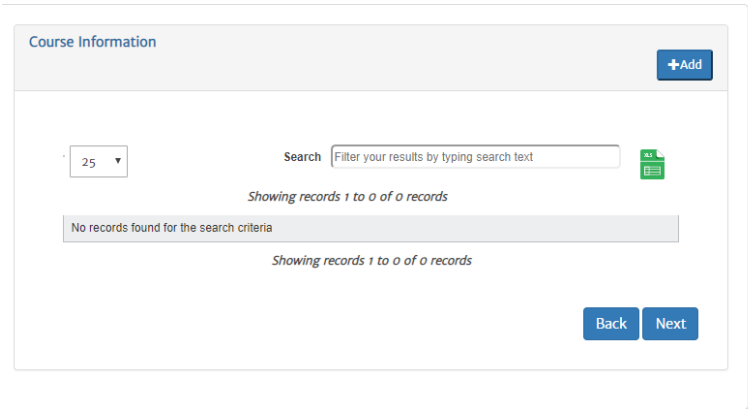
Back Next

SECTION VI – AMENDING APPLICATIONS



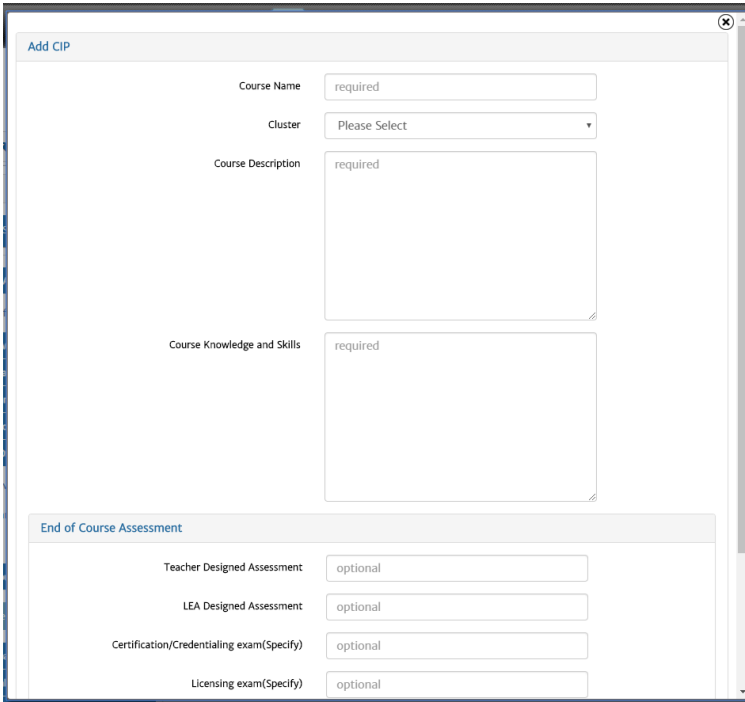
The *Course Information* page will include all courses that are linked to the program of study, this includes dual enrollment and AP courses.

To add a course click  icon.




The screenshot shows the 'Course Information' page. At the top right is a '+Add' button. Below the header is a search bar with the placeholder text 'Filter your results by typing search text'. To the left of the search bar is a dropdown menu showing '25'. Below the search bar, it says 'Showing records 1 to 0 of 0 records'. A message box states 'No records found for the search criteria'. At the bottom right are 'Back' and 'Next' buttons.


At least one *End of Course Assessment* must be listed.



The screenshot shows the 'Add CIP' form. It has the following fields:

- Course Name: required
- Cluster: Please Select
- Course Description: required
- Course Knowledge and Skills: required
- End of Course Assessment section with four optional fields:
 - Teacher Designed Assessment: optional
 - LEA Designed Assessment: optional
 - Certification/Credentialing exam(Specify): optional
 - Licensing exam(Specify): optional

Complete all fields for each course, then click .

Once all fields have been completed, click .

SECTION VI – AMENDING APPLICATIONS

+ Teacher Certification

All Teacher Certification information is required.

Teacher Certification

Teacher Certification

required

This field is required.

Prerequisite Professional Licensure

optional

Requisite Professional Licensure

optional

Certification Credit Equivalence

optional

Candidate Experience

optional

Other (Specify)

optional

Back

Next

+ Documentation

Upload all necessary documents that pertain to the amendment applications. Templates for the *POS Matrix*, *Labor Market Information (LMI) Review*, and *MOU agreements* can be obtained on the [CTE website](#) . All documents should be uploaded as a PDF.

Download the *Assurances* document.

Obtain the required signatures.

Upload the *Assurances* document as a PDF.

Assurances & Signatures

ASSURANCES TEMPLATE.pdf ④

Please upload Assurances and Signatures (must be a pdf file).

Choose File

No file chosen

Back

Submit

Once all sections of the application are completed and all documents are uploaded, click **Submit** to finalize the application.